

I. OVERVIEW OF ADMINISTRATIVE AUTHORITY TO THE EXECUTIVE DIRECTOR/GENERAL MANAGER

The following policy is adopted by the Board for the purpose of establishing the administrative authority of the Executive Director/General Manager, who is responsible for normal Park District operations. The phrase "normal Park District operations," as used herein, means the regular day-to-day business transactions involving personnel, finances, materials, facilities, real and personal property, and other assets.

A. Roles and Responsibilities of the Executive Director/General Manager

1. The Executive Director/General Manager derives authority from the Park District Commission acting as the governing body, and is responsible for carrying out Park District Commission policies.
2. The Executive Director/General Manager serves as the primary spokesperson for management, retains staff, and delegates to appropriate staff such administrative authority or responsibility.
3. To implement such delegations the Executive Director/General Manager may adopt policies and procedures that create administrative, monetary and contractual delegations and other documents as may be appropriate.
4. The Commission delegations to the Executive Director/General Manager are given with the assurance that authorization of expenditures will be managed within the authorized budget.
5. Subject to the limitations identified in this resolution, the Executive Director/General Manager shall be responsible for:
 - a. Operation, maintenance, administration, and use of the Park District's facilities and other properties;
 - b. Implementation of construction work and maintenance of the Park District's facilities and other properties;
 - c. Administration of day-to-day normal Park District operations;
 - d. Execution of contracts and other documents related to normal Park District operations pursuant to a project or contract approved by the Commission, or otherwise delegated in this Resolution;
 - e. Applications for permits associated with Park District facilities or projects;
 - f. Application for and acceptance of grants or other funds from federal, state, and local governments that do not commit expenditure of Park District funds.

II. POLICIES GOVERNING PROCUREMENT ACTIVITIES

The Executive Director is authorized to oversee all necessary activities associated with the procurement of goods and services associated with carrying out normal operations of the Park District and in compliance with all applicable laws and regulations. Procurement activities include public works, personal and professional consulting services and purchased goods or services. The Executive Director /General Manager shall endeavor to use a variety of firms, including small business firms and women-minority owned businesses, based on the nature of the work and the expertise of the firms. All purchases of goods and services will be made in consideration of the principals of diversity, inclusion and equity as defined in the Vashon Parks District's statement of values.

A. Public Works Projects

1. Public works projects generally include planning, scoping, design, permitting, construction, contract administration, and related services. Public works projects will be authorized based on a project and contract basis.
2. Commission authorization shall be required for public works projects that may exceed \$10,000. The request for Commission authorization shall include: project scope, schedule, budget, financial analysis, and linkage to the Park District's goals and strategies, at the following milestones of the project:
 - a. Design – After the review of project feasibility has been completed, to allow the commencement of project design and permitting. If necessary, pre-purchase of long lead items may also be approved at this stage.
 - b. Construction – Authorization for construction, which authorization will cover purchase of materials, bid solicitation, and, if bids are within the project estimate, the award of the associated public works contracts.
 - c. Award – Authorization to award public works contracts, if bids for a previously authorized project are not consistent with the project estimate.
 - d. Final Acceptance - Authorization of final acceptance of public works projects.
3. All public works project shall include a contingency of at least 10% which shall be managed by the Executive Director. Change orders shall be limited to work reasonably related to the project scope and within the authorized contingency.
4. Commission authorization shall be required if it becomes apparent, at any time, that the project cannot be completed within the authorized amount, including contingency.
5. Projects shall not be broken into units or accomplished in phases to avoid Park District Commission authorization.
6. The Executive Director is authorized to perform preliminary project work for projects specifically identified in the annual budget, including but not limited to contracting for professional, personal, and purchased services to support pre-construction activities (e.g., conceptual design, geotechnical or other pre-design or permit investigations or analysis) without prior Commission approval, as long as the cost for all preliminary work is less than \$10,000.
7. For projects specifically identified in the annual budget, the Executive Director is authorized to approve projects with a total estimated cost up to \$10,000 including the preparation of plans and specifications, the issuance of request for proposals or qualifications, notice of call for bids, and award of contracts for work. If at any time it appears that the project cannot be completed for a total of less than \$10,000 then Park District Commission authorization shall be required before proceeding further with the project.
8. Quarterly project progress reports shall be provided to the Commission. The report shall include project schedule, forecasted spending vs. current estimate and authorized budget, summary of any changes to scope, and any other significant developments with respect to the project.

B. Change Orders

1. Commission approval shall be required for individual changes in construction projects when:
 - a. The estimated cost of the change order (individually or in aggregate) exceeds 10% of the authorized contract amount; or
 - b. If the change order extends the time for completion of a project by more than ninety days and/or the extension materially affects the Park District's obligations to other public agencies, permitting or grant authorities.

C. Work Performed by Park District Crews

1. All work not considered ordinary maintenance, and carried out by Park District crews, shall comply with RCW 39.04.020. As required by RCW 39.04.020, if the estimated cost of the work to be performed by Park District crews will exceed the sum of \$25,000, then the Executive Director shall at least fifteen days before beginning work cause such estimate, together with a description of the work, to be published at least once in a legal newspaper of general circulation

- published in or as near as possible to that part of King County in which such work is to be done.
2. Prior Commission approval is required for work projects that are to be carried out by Park District crews when the total estimated cost exceeds \$10,000 and the project is not ordinary maintenance. The Executive Director/General Manager is authorized to approve work projects that are ordinary maintenance, or where the project is not considered ordinary maintenance, provided the total estimated cost for the particular project does not exceed \$10,000 and the project is specifically identified in the annual budget.

D. Personal or Professional Consulting Services Agreements

1. The Executive Director is authorized to enter into personal or professional consulting services agreements in the conduct of normal Park District operations when the following conditions exist:
 - a. The cost of the proposed consulting contract shall not exceed the amount of \$10,000.
 - b. Where consulting contracts are formally approved by the Commission, increases in the approved contract amount may be approved by the Executive Director without prior approval of the Commission for amounts not to exceed 10% of the originally approved cost.
 - c. Substantial changes in contract scope or substantial additions to the scope specified in the formal solicitation documents shall be authorized by the Commission. The Commission shall determine whether the change warrants the work to be awarded as a new contract.

E. Purchased Goods and Services

1. The Executive Director/General Manager has the responsibility for compliance with statutory procedures, where applicable, in connection with all contracts for the acquisition of utilities, materials, equipment and services. Following competitive bidding, if required, the Executive Director/General Manager is delegated, without prior Commission authorization, to approve contracts for acquisition of utilities, materials, equipment and services where:
 - a. The total contract or purchase order price does not exceed \$10,000.
 - b. Where the acquisition is formally approved by the Commission, increases in the approved amount may be approved by the Executive Director/General Manager without prior approval of the Commission for amounts not to exceed 10% of the originally approved price.
2. Formal approval is not required for the acquisition of utilities on the open market or pursuant to published tariffs when necessary for the normal maintenance or operations of the Park District.

F. Loans and Other Financial Products

1. All loans and other financial products which lend credit to the Park District shall be approved and signed by the Commission before the financial obligation is incurred or the funds received. This requirement does not apply to credit cards issued to Park District employees under a credit card program approved by the Commission.

G. Declaration of Emergency

1. The Executive Director is authorized to make a finding of the existence of an emergency and to execute any contracts necessary to respond to the emergency in accordance with RCW 39.040.020 and 39.04.280. "Emergency" means unforeseen circumstances beyond the control of the Park District that either:
 - a. present a real, immediate threat to the proper performance of normal Park District operations, or
 - b. will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.
2. The Board shall be notified within 24 hours of the declaration of emergency and of the execution of any contracts.

3. A request for Board to ratify any contracts executed during an emergency shall be presented at the next scheduled Board meeting but no later than two weeks after the declaration of emergency.
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H. Park District Expenditures for Travel

1. Travel by commissioners or staff at Park District expense requires prior authorization by the Commission if outside the approved budget for the purpose of the travel (i.e. educational training). The Executive Director is authorized to establish Park District policies and procedures to regulate and audit travel expenses and reimbursement.

I. Insurance Programs

1. The Executive Director /General Manager is authorized to work with the Park District's designated insurance broker(s) to negotiate and obtain appropriate policies of insurance to manage the Park District's property and casualty risks, provide employee benefits, and other coverage appropriately included within a comprehensive insurance program.

J. Sale of Personal Property

1. The Executive Director is authorized to sell and convey surplus personal property of the Park District subject to the following conditions:
 - a. When the net book value of such personal property does not exceed \$10,000, the Executive Director will itemize the property to be sold and will certify that such property is no longer needed for Park District purposes.
 - b. Commission approval is required when the net book value of such personal property exceeds \$10,000. The Executive Director will itemize the property to be sold and will certify that such property is no longer needed for Park District purposes and seek Commission authorization.
 - c. Personal property may be sold or transferred to another government entity. Personal property may also be disposed of through competitive bids by publicly advertising the sale, contract for a licensed auctioneer to publicly auction property, or consign property to a licensed auction, government surplus or consignment service for public sale.
 - d. No large block or lot of personal property having a net book value in excess of \$10,000 will be broken into components of lesser value. These items can be sold individually after Commission authorization is obtained.
 - e. The sale of surplus personal property to Park District officials or employees will be restricted to public auctions, or consignment for bid, where the process is managed by a third party vendor and all interested parties have equal opportunity in the bidding process.

Purpose: To address the fast-changing landscape of the internet and the way residents communicate and obtain information online, the VPD may use social media tools to reach a broader audience. Social media is to serve as an online information source focused on District issues, projects, news and events. The best, most appropriate uses of social media platforms fall into three general categories: as channels for disseminating time-sensitive information as quickly as possible (i.e., emergency information); as marketing or promotional channels which increase the District's ability to deliver its messages to the widest possible audience; and as a forum for community discussion. This policy establishes guidelines for the use of social media.

Social Media/Networking Defined: Social Media is defined as the use of third-party hosted online technologies that facilitate social interaction and dialogue. Such third-party hosted services and tools may include, but are not limited to: social networking sites (MySpace, FaceBook, Linked-In), microblogging tools (Twitter, RSS feeds), audio-visual networking sites (YouTube, Flickr), blogs, etc.

General Policy:

- VPD's official website at www.vashonparks.org will remain the District's primary means of internet communication.
- The establishment of VPD social media sites requires approval by the Executive Director. Upon approval, VPD social media sites shall bear the name and/or official logo of the District.
- All content on VPD social media sites shall be reviewed, approved, and administered by the Executive Director or designee.
- VPD social media sites shall clearly state that such sites are maintained by the District and that the sites comply with the District's Social Media Policy.
- VPD social media sites shall link back to the VPD's official website for forms, documents, online services and other information necessary to conduct business with VPD.
- The Executive Director or designee shall monitor content on VPD social media sites to ensure adherence to both the District's Social Media Policy and the interest and goals of the District.
- VPD shall use social media sites as consistently as possible and in conjunction with other established District communication tools.
- VPD social media sites shall be managed consistent with the **Open Public Meetings Act**. VPD Commissioners are strongly discouraged from "friending" other Commissioners. VPD Commissioners should, in general, not comment or otherwise communicate on the District's social media sites with the exception of a single designated Commissioner.
- VPD reserves the right to terminate any District social media site at any time without notice.
- VPD social media sites shall comply with usage rules and regulations required by the site provider, including privacy policies.
- VPD's Social Media Policy shall be displayed to users or made available by hyperlink.
- All VPD social media sites shall adhere to applicable federal, state and local laws, regulations and policies.
- Designated employees representing VPD on VPD social media sites shall conduct themselves at all times as a professional representative of the District and in accordance with all District policies.
- Designated employees representing VPD to public social media communication forums may utilize

a VPD-specific social media profile or a personal profile but is subject to the identification standards and Washington Public Records Act requirements stated in this policy.

- VPD social media sites are subject to the **Washington Public Records Act**. Any content maintained on a VPD social media site that is related to VPD business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure and records retention requirements. Any VPD social media site will clearly state that all content submitted by members of the public is potentially subject to public disclosure pursuant to the Public Records Act, RCW 42.56. Content that needs to be retained as a record must be archived electronically or printed and maintained in a Fileshare folder marked accordingly. Archiving will occur monthly at minimum.
- Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between VPD and members of the public. VPD social media site postings and comments containing any of the following forms of content shall not be allowed:
 - Comments not topically related to the particular social medium posting being commented upon;
 - Comments in support of or opposition to political campaigns or ballot measures;
 - Profane language or violent or threatening content;
 - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation, **gender identity, general expression or sexual practice;**
 - Sexual content or links to sexual content;
 - Solicitations of commerce;
 - Conduct or encouragement of illegal activity;
 - Information that may tend to compromise the safety or security of the public or public systems; or
 - Content that violates a legal ownership interest of any other party.

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

Applicability:

All VPD presences on social media platforms are considered an extension of the District's Personnel Policies. Approved Social Media designees are permitted to access and maintain approved VPD social media accounts during regular work hours and/or using District equipment.

Employees and Commissioners representing VPD via social media platforms must conduct themselves at all times as representatives of VPD. Employees who fail to conduct themselves in an appropriate manner are subject to the disciplinary procedures outlined in applicable VPD Personnel Policies.

- When posting information on the District's or another organization's social media site, the designated employee or Commissioner must identify themselves by full name, title, and contact information, and shall address issues only within the scope of their specific authorization.
- All content posted by the designated employee or Commissioner should be factual, true and not misleading and all claims should be substantiated. In the event inaccurate information is posted, it should be removed as soon as discovered and a public correction should be made.

Subject:
Sponsorship/Advertising

Number: 13-11
Original Issue: 5/26/2015
Revision:
Approval: 5/26/2015

Purpose:

To allow sponsorship in order to generate revenue to support and enhance VPD events, publications, programs and facilities. To maintain control of and share in the economic benefits of the commercial use of district property and image. To ensure that advertising in VPD parks is appropriate for all age levels, is not offensive to the general public, and is in the best interest of the community.

Policy:

It is the policy of the Vashon Park District that sponsorship agreements will exist in accordance with the guidelines set forth herein. Sponsorships must support the mission, values, and policies of the Vashon Park District. Any recognition will be integrated thoughtfully, tastefully, and only where appropriate. No sponsorships are accepted which:

- Inhibit the use or function of any park, park facility, program or event;
- Attack or otherwise harass any ethnic, racial, religious, sexual, or other minority group;
- Promote the use of illicit drugs, tobacco, alcohol, marijuana, or firearms;
- Promote hostility, disorder or violence;
- Are libelous;
- Are of a sexual nature;
- Infringe on the rights of others;
- Promote a specific religion or religious belief;
- Promote or oppose any political candidate or cause;
- Operating and maintenance costs are prohibitive.

The principals of Diversity, Equity and Inclusion as described in the VPD Values Statement are to be considered when evaluating any potential sponsorship for acceptance.

Sponsorships are limited only to VPD sport facilities.

Responsibility:

The Executive Director is authorized to enter into sponsorship agreements. The Director will seek advice from the VPD Commissioners on proposed agreements that may not meet the criteria listed above.

Procedures:

If the Executive Director approves the proposal in principle, a sponsorship agreement will be drafted for signature. This agreement will include the contract relationship; the term; description of fees, commission, and/or in-kind services provided to Vashon Park District; the marketing rights and benefits provided to the sponsor; and termination provisions.

Subject:
Expulsion Policy

Number: 13-13
Approved: 11/27/18

Purpose:

The Vashon Park District operates public places where each patron is responsible for his/her safety; the safety of children in their care; and the security of personal belongings. This policy defines prohibited behaviors that could result in patron expulsion from any or all parks and facilities.

Policy:

The Executive Director or his/her designee may order the expulsion of any person from any or all parks and facilities for a period of one to seven days if he or she receives reports about or observes such person:

- 1) Using abusive or disruptive language or engaging in conduct which disrupts a park facility or program;
- 2) ~~Directing ethnic or offensive remarks at another person based on such person's actual or perceived race or ethnic group, nationality, religion, disability, sex or sexual orientation;~~ Harassing another person verbally through the use of offensive language based on that person's actual or perceived race, ethnic group, nationality, religion, disability, sex, sexual orientation, gender expression, gender identity, sexual practice or other characteristic; or harassing a person physically in any way;
- 3) Using tobacco products in an unauthorized area or facility;
- 4) Causing injury or risk of injury to another person or persons;
- 5) Causing damage or risk of damage to city property; or
- 6) Violating any provision of this chapter.

The Executive Director or his/her designee may order the expulsion of any persons from any or all parks and facilities for a period of seven days to one year if such person:

- 1) Has been expelled from a park two or more times in any 30-day period;
- 2) Caused injury to another person;
- 3) Engages in sexual misconduct or sexual harassment (e.g. stalking, exposure, offensive touching, or inappropriate flirtation that creates a hostile environment).
- 4) Sells, possesses or uses illegal drugs or alcohol;
- 5) Possesses or uses any weapon; or
- 6) Commits more than one violation of this policy in any 12-consecutive-month period.

Any order of expulsion under this section shall be in writing and shall be personally served or sent by certified mail to the person expelled at his or her last known address.

The Executive Director or designee may forward the written notice of expulsion along with the certified mail receipt to the department of public safety.

- 1) The written notice of expulsion shall be a notice of trespass.
- 2) Any person on park property, in violation of the written notice of expulsion, is in violation of this policy and any knowing violation constitutes trespass.

- 3) The notice of trespass and expulsion will expire on the date indicated in the written notice of expulsion.

Any person who is expelled from any park or other facilities by any District employee other than the Executive Director shall have the right to have the expulsion reviewed by the Executive Director. If the expulsion is by the Executive Director, the person so expelled shall have the right to request that the Executive Director reconsider the expulsion. In either case, the request for review or reconsideration must be made within 24 hours of the expulsion. The review or reconsideration shall not take place in a formal hearing, but the Executive Director shall meet informally with the person so expelled in order to hear that person's side of the story to ensure that the correct decision has been made.